

**National Science Foundation**  
**Division of Human Resource Development**

**MEMORANDUM**

**DATE:** April 26, 2004

**TO:** Principal Investigators, Co- Principal Investigators  
Centers of Research Excellence in Science and Technology (CREST)  
HBCU-Research Infrastructure for Science & Engineering (RISE)

**FROM:** Victor A. Santiago  
CREST Program Director

**SUBJECT: CREST Annual Progress Reports**

This memorandum serves as a reminder that in accordance with National Science Foundation guidelines regarding continued funding of multi-year projects, an Annual Progress Report for your institution's CREST or HBCU-RISE project is due no later than May 31. The Annual Progress Report shall provide specific information including, but not limited to the following:

- ❑ detailed evaluations, which include indicators of CREST/HBCU-RISE progress reaching specified goals and objectives, implementation of proposed activities and assessment of outcomes;
- ❑ a statement of funds to remain unobligated at the end of the current project year;
- ❑ a statement of non-Federal funds spent during the current project year to cost-share the CREST project; and,
- ❑ a proposed budget for the ensuing project-year if different from the originally submitted budget.

The Annual Progress Report will be used to determine whether NSF will continue to support your institution's CREST or HBCU-RISE project as well as the level of continuing support for the project. Continued funding is contingent upon (1) availability of funds, (2) satisfactory progress, and (3) any special conditions of the grant.

Instructions for Annual Report Preparation & Submission

In order to facilitate data reporting, qualitative portions of the CREST institution's Annual Progress Report must be submitted via NSF's FastLane system. Quantitative information from CREST institutions shall be submitted via CRESTWeb. **HBCU-RISE institutions shall submit their entire report via NSF's FastLane system following the attached Crosswalk.**

The attached Crosswalk of NSF FastLane and CREST Reporting Categories and Questions identifies Annual Report information to be submitted through NSF FastLane, as well as data to be submitted via CRESTWeb.

- CRESTWeb reporting and submission instructions are available at <http://discovery.qrc.com/nsf/ehr/CREST/login/login.cfm>. CRESTWeb user support is available at the following toll-free telephone number: (866) 228-7127 or [crest@qrc.com](mailto:crest@qrc.com).
- To submit Annual Report data via NSF FastLane, your Sponsored Research Office must issue you a FastLane personal identification number (PIN). For instructions you may access NSF FastLane at [www.fastlane.nsf.gov](http://www.fastlane.nsf.gov).
- Once in FastLane, select *Report Preparation and Submission Instructions*.

- When you are ready to begin preparation of the report select *Performance Project Report*. Then specify *Annual Project Report*.

The FastLane annual report module consists of four reporting categories:

(1) *Participants*, (2) *Activities*, (3) *Publications*, and (4) *Contributions*. Each category includes three to five generic questions. For each relevant category and question, the enclosed *Crosswalk* provides appropriate CREST/HBCU-RISE-specific questions. Please note that these are the same questions used in prior years. We have modified the order of the questions to accommodate FastLane categories.

As indicated in the attached Crosswalk, the answers to questions III (1) and IV (1) – IV (6) must be submitted via CRESTWeb. Answers to the remaining questions must be submitted via FastLane. HBCU-RISE awardees shall submit all answers via FastLane.

- Under each FastLane Reporting Category, please answer the CREST-specific questions contained in the *Crosswalk* instead of the generic questions indicated in the FastLane module. You are not required to answer generic FastLane questions for which a CREST-specific question is not provided.

### Budget

Please provide a proposed budget for the ensuing project-year with your annual report only if different from the originally approved budget. A cost-share certification, as well as a statement of funds to remain unobligated at the end of the current project year, is also required for CREST and HBCU-RISE institutions.

For questions regarding the Annual Report, please contact me at (703) 292-4673 or e-mail: [vsantiag@nsf.gov](mailto:vsantiag@nsf.gov). For FastLane related questions, contact the NSF FastLane Help desk at 1-800-673-6188 or e-mail: [fastlane@nsf.gov](mailto:fastlane@nsf.gov). For CRESTWeb user support, contact QRC Macro at tel. (866) 227-7127 or [crest@qrc.com](mailto:crest@qrc.com).

Attached: Crosswalk of NSF FastLane and CREST Reporting Categories and Questions

**CREST & HBCU-RISE Annual Progress Report**  
**Crosswalk of NSF FastLane and CREST Reporting Categories and Questions**

<b>FastLane Reporting Categories and Questions</b>	<b>CREST / HBCU-RISE Reporting Categories and Questions</b>
<i>I. Project Participants</i>	
What people have worked on your project?	<p>I.1. For each thrust area, list CREST faculty members, collaborators (including affiliation), postdoctoral fellows, and students (undergraduates and graduate) participating in the thrust activity.</p> <p>I.2. Provide an organizational chart for the Center during the reporting period, and changes (if any) for the request award year. Provide the President/Chancellor's statement on Center.</p> <p>I.3. Director's narrative of the Center's major issues (i.e., technical, management, and personnel) and proposed solutions.</p> <p>I.4. List of current Center advisors including affiliation.</p> <p>I.5. Brief biographical information for each new investigator (faculty member or equivalent).</p>
Have you had other collaborations or contacts?	<p>I.6. Describe accomplishments, through current collaborations and interactions with industry, other Centers, Federal laboratories, and other sectors (i.e., joint research activities, seminars, workshops, special short courses, etc).</p> <p>I.7. Describe international activities (i.e., collaborations, student and faculty exchanges, joint publications). What has been the impact?</p> <p>I.8. Describe the objectives of any Shared Experimental Facilities within the CREST framework (i.e., to make available state-of-the-art equipment and facilities needed by faculty and students to achieve their goals, and to make it available to the broader scientific community at large).</p> <p>I.9. Briefly describe special equipment/facilities and provide specific examples of its use by CREST personnel and others and impact on the scientific community.</p> <p>I.10. Briefly describe plans for future collaborations with other Centers.</p>
<i>II. Activities and Findings</i>	
Describe the major research and education activities of the project.	<p>II.1. Discuss research accomplishments and plans for each research thrust area. Include in the discussion any major changes in research direction or level of activity.</p> <p>II.2. At the end of the thrust write-ups, summarize outstanding accomplishments (nuggets for general public use).</p> <p>II.3. Summarize educational &amp; human resource related accomplishments, current and planned activities. Include REU (research experiences for undergraduates), outreach to schools, special workshops and symposia, etc).</p> <p>II.4. Include in the narrative contributions to the development of human resources in science and engineering at the postdoctoral, graduate, undergraduate, and pre-college levels. Describe special accomplishments and activities to attract and retain students from underrepresented groups.</p>

FastLane Reporting Categories and Questions	CREST / HBCU-RISE Reporting Categories and Questions
	<p>II.5. Provide examples of activities designed to integrate research and education (e.g, translation of research results into graduate OR undergraduate curricula, provision of undergraduate research experiences as a part of formal course requirements, or research performed as part of “service learning” or community service projects).</p> <p>II.6. List of awards, honors, and name of recipients (students and faculty).</p> <p>II.7. Summary of minutes of external advisory group meetings.</p>
<i>III. Publications and Products</i>	
	<p>III.1. Complete list of CREST-supported publications, patent applications, and patent licenses (current award period). Distinguish among primary CREST support, partial CREST support and use of shared facilities. Submit via CRESTWeb.</p>
<i>IV. Contributions relative to:</i>	
The development of human resources	<p>IV.1. Summary Table listing number and full-time equivalent number of faculty, postdoctorates, graduate students, undergraduates, pre-college students and teachers, and support staff in the CREST program. Submit via CRESTWeb</p> <p>IV.2. List of M.S. and Ph.D. CREST students who graduated during the reporting period, with placement. List of postdoctoral associates who left the CREST during the reporting period and placement. Submit via CRESTWeb</p> <p>IV.3. List of Center participants (faculty level and equivalent) in three categories: (i) Receiving center support (not necessarily salary support); (ii) Affiliated, not receiving Center support; and (iii) User of shared Center facilities. Submit via CRESTWeb</p>
The physical, institutional, or information resources that form the infrastructure for research and education	<p>IV.4. Summary Table of NSF support by thrust area and other activities for both the current year and the requested year.</p> <p>IV.5. Summary Table (annual basis) showing total person -months and dollar support for all senior personnel including those at organizations receiving subcontracts for both the current award period, and the proposed award period. (Use template of Appendix B2). List senior personnel alphabetically (last name first) for each institution.</p> <p>IV.6. Summary table of current year dollar levels of support (or estimated dollar equivalent) for each collaborating organization:</p> <ul style="list-style-type: none"> <li>i.) Designated for support of the CREST, and</li> <li>ii.) Providing complementary support for CREST activities from each of the following sources: <ul style="list-style-type: none"> <li>Other NSF Programs</li> <li>Other Federal Programs</li> <li>State Government</li> <li>Local Government</li> <li>International</li> <li>Industry</li> <li>University</li> </ul> </li> </ul>